

READVERTISEMENT

***See change in salary**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

June 13, 2007

4 page document

TITLE:	Health Education Specialist
POSITION NO:	00809
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	15
STARTING SALARY:	\$33,460 - \$35,000 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources-DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 27, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is due at time of application. This position involves in-state traveling with an average of 1000 miles per month to conduct site inspections, attend conferences, training and meetings. The successful candidate must have a valid Montana driver's license. **The successful applicant will be required to sign a Driving Record Release Form.**

A period of orientation will be developed for the successful applicant to meet the specific needs for this position.

TYPICAL DUTIES: This position provides technical assistance, education, compliance monitoring and expertise to public and private vaccine providers and related entities, regarding immunization delivery systems and policies. The position reports to the Immunization Program Manager.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts and theories of public health, microbiology, vaccinology, epidemiology, virology, immunology; information systems and statistical analysis; vaccine delivery systems and methodologies; proper vaccine storage and vaccine administration; federal and state immunization regulations; medical and/or clinical practice in private physician offices and public clinics; medical records management; HIPAA rules and regulations; statistical methods and data collection; project planning, scheduling and administration.

Skills: Skill in facilitating meetings, resolving problems, long term planning; effectively communicating both verbally and in writing to diverse groups; establishing and maintaining effective working relationships; preparing and using graphs and charts effectively; technical writing and report preparation; and using a personal computer, computer software and accessories and standard office equipment.

Abilities: Ability to travel independently; use automated database systems and information resources; learn new databases to develop and implement improved procedures; use diplomacy and tact in educating and relaying information to audiences with a variety of educational levels and to diffuse hostile phone calls from the general public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in microbiology, epidemiology, virology, immunology, nursing or related healthcare field **AND** four years progressively responsible public health related experience. Equivalent combinations of related education and relevant experience will be considered, including experience or coursework in adult education and computers.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to**

submit them to our office after the closing date to: HUMAN
RESOURCES, PO Box 4210, Helena MT 59604; and

4. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.